

The Morris K. Udall Foundation Native American Congressional Internship Program

Reference Form

Applicant Instructions:

Please give a copy of this evaluation form to three individuals who will recommend you for the Native American Internship Program.

Recommendations must be received by the Udall Foundation in sealed and signed envelopes no later than February 3, 2004.

Reference Instructions:

The individual listed below is applying for the Morris K. Udall Foundation Native American Congressional Internship Program. The purpose of the internship is to give Native American students an opportunity to gain a firsthand understanding of the federal government by working full-time in a congressional office or federal agency in Washington, D.C. for 10 weeks during the summer. Please refer to the "overview of expectations" on the reverse side of this form to verify that the student you are recommending would be likely to succeed in the internship program.

References are weighted heavily in the evaluation process. We are looking for bright, self-motivated students who will make the most of this opportunity. Students must have strong leadership skills and be positive role models and representatives of their community. For most interns, the internship is both exhilarating and challenging. The political climate of Washington, D.C. can prove to be full of new challenges for newcomers, therefore, we look for students who are able to adapt easily to demands on time, juggling multiple priorities, a new living environment, and are able to navigate this new environment. Overall, we are seeking mature, responsible individuals who will adjust well, take positive lessons home to their tribes, and make the Foundation proud.

Please provide an assessment of the applicant by completing the following form and submitting a written reference letter. In order for the applicant to be considered, all references must be received by the Morris K. Udall Foundation no later than February 3. The forms may be mailed to: Morris K. Udall Foundation Native American Congressional Internship Program, 130 South Scott Ave., Tucson, AZ, 85701-1922. If you have any questions or would like more information about this program please contact Program Manager Kristin Kelling at 520-670-5609 or kelling@udall.gov. This reference form is also available at www.udall.gov.

All reference materials must be in a sealed envelope with the evaluator's signature along the seal.

SECTION A: Applicant Information (completed by applicant)

Applicant's Name _____

I authorize the Morris K. Udall Foundation to contact this reference with regard to my application for the Native American Congressional Internship Program.

Signature of Applicant/Date _____

SECTION B: Reference (completed by the referring individual)

Please provide a written reference on separate paper in support of your recommendation of this individual.

Name _____ Title _____

Tribe/Organization _____

Address _____

City/State/Zip Code _____

Phone _____ Fax _____ E-Mail _____

Please evaluate the applicant using the following criteria on a scale of 1 to 5 where 1=poor, 3=average, and 5=exceptional

	Unable To Evaluate	Poor	Average	Exceptional		
IS FLEXIBLE IN NEW SITUATIONS	0	1	2	3	4	5
IS SELF-MOTIVATED	0	1	2	3	4	5
IS ORGANIZED AND DISCIPLINED	0	1	2	3	4	5
IS MATURE PERSONALLY	0	1	2	3	4	5
IS MATURE PROFESSIONALLY	0	1	2	3	4	5
IS COMMITTED TO THEIR COMMUNITY	0	1	2	3	4	5
WORKS WELL UNDER PRESSURE	0	1	2	3	4	5
WRITES AND SPEAKS EFFECTIVELY	0	1	2	3	4	5
ENTHUSIASTIC ABOUT LEARNING	0	1	2	3	4	5
WORKS WELL WITH A TEAM	0	1	2	3	4	5